

COMMERCIAL ARTIST SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
0159	Commercial Artist I	02	660	6 mo.	04/24/96
0160	Commercial Artist II	02	660	6 mo.	04/24/96

Promotional Line: 9

Series Narrative

Employees in this series design and prepare drawings, layouts, or original art work.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Commercial Artist I **0159**

Employees at this level design and prepare technical and/or working drawings for publications, exhibits, posters, training aids, and other printed or graphic matter. They work under direct supervision from a designated supervisor.

A Commercial Artist I typically –

1. does lettering
2. prepares layouts for bulletins, film strips, slides, transparencies, catalogs, and pamphlets, including text materials and covers
3. designs books and specifies type faces
4. designs exhibits for departments
5. creates illustrative drawings for publications and exhibits
6. retouches photographs for reproduction
7. performs other related duties as assigned

Level II: Commercial Artist II **0160**

Employees at this level design and prepare layouts for publications, exhibits, posters, training aids, and other printed or graphic matter requiring a high degree of artistic skill. They work under general supervision from a designated supervisor.

A Commercial Artist II typically –

1. prepares layouts for bulletins, film strips, slides, transparencies, catalogs, and pamphlets, including text materials and covers
2. designs books and specifies type faces
3. designs exhibits for departments
4. creates illustrative drawings for publications and exhibits
5. retouches photographs for reproduction
6. does lettering
7. supervises persons of lower rank or student or part-time employees within the department
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Commercial Artist I

0159

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree with a major in commercial art, design, graphic art, drawing, or painting

or

(B) graduation from a four-year professional art school accredited by the National Association of Schools of Art with a major in any of the above fields

or

(C) three years of professional experience in commercial art

or

(D) any combination of university or art school training and professional experience that totals three years

or

(E) university or art school graduation in a field related to commercial art other than those listed above (such as art education, photography, sculpture, ceramics, metalsmithing, or textiles) and one year of professional experience in commercial art

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Level II: Commercial Artist II**0160****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. possession of credential requirement listed for the Commercial Artist I
2. two years of professional experience in commercial art in addition to the training/experience required in #1

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Commercial Artist I	EDITED
Commercial Artist II	EDITED